

## MEMORANDUM FOR All New England District Employees

SUBJECT: ANTITERRORISM FORCE PROTECTION (AT/FP) TRAINING FOR OCONUS TRAVEL

**1. Introduction:**

The enclosed memorandum outlines the policy for AT/FP training for OCONUS travel. Antiterrorism Force Protection (AT/FP) training is mandated for all employees and accompanying immediate family members when employees are traveling OCONUS on official business. This includes both TDY and PCS. If traveling on unofficial business, employees and their family members are encouraged but not required to receive the training. All supervisors and employees must comply with this guidance.

**2. Purpose:**

The purpose of this policy is to ensure that all DA Civilian and Military Personnel and their immediate family members when on official business receive the appropriate individual AT/FP training prior to all travel and deployment outside the 50 United States. As stated above, if traveling on unofficial business, employees and their family members are encouraged but not required to receive the training.

**3. Definition of OCONUS:**

- a. OCONUS stands for any location outside of the 48 continental United States, Alaska, and Hawaii. U.S. Territories are not exempt from OCONUS training.
- b. Immediate family members are spouse and/or children.

**4. Training Requirement:**

- a. All traveling personnel, DA Civilian and Military Personnel and their immediate family members, will receive the below mentioned training (section 5) within a 6 month time period before the departure date. Training may still be scheduled if less than 6 months notice to departure is given.
- b. This training requirement will be documented using ENG 4690-R (request for approval for foreign travel) at Logistics prior to departure. Documentation of training is required before airline tickets or government vehicles will be released from Logistics to the traveling employee.
- c. It is the employee's responsibility to make sure AT/FP training has been done prior to departure.
- d. The NAE Security Office will perform the AT/FP training for OCONUS travel.


**5. Training Procedure:**

- a. Viewing of the AT/FP video tape and power point briefing: Employees and immediate family members must watch the appropriate sections of the level 1 AT/FP videotape and receive the corresponding power point threat briefing. This briefing can be obtained up to 6 months in advance of travel and will be scheduled by the employee with the Security Office.
- b. Receive required copies of appropriate DoD publications.

- c. Receive specific threat and safety information on the country/ countries visiting. This will include a copy of the Consular Information Sheet, emergency phone numbers, safety tips, and any travel warning or public announcements for the travel destination.
- d. The employee will have an opportunity to ask any questions or address any concerns with the Security Office prior to departure.
- e. After training is completed at the Security Office the employee and the trainer will sign a certificate. A copy of this certificate will be given to the employee as proof that the AT/FP training has been completed. This certificate will then be shown to the Logistics travel officer that training has been completed and the appropriate plane tickets or vehicles can be released.

**6. Additional Information:**

- a. The training procedure outlined in section 5 is for level 1 training which covers the vast majority of cases. Occasionally higher level training may be required depending on the circumstances and travel destination. If the higher level AT/FP training is required it must also be completed prior to departure.
- b. It is suggested that the employee notify the Security Office in as far advance as possible before traveling OCONUS so that training can be completed and documented without any last minute problems.



BRIAN E. OSTERNDORF  
COL, EN  
Commanding

Encls

1. HQDA Commanders AT/FP Training Guidance

BRIAN E. OSTERNDORF  
COL, EN  
Commanding

CF:

Mr. Bruce Zawacki, Facility Manager

Mr. William Mahan, Chief of Logistics